



Tennessee Air National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-179



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

OPENING DATE: 17 JUL 07
CLOSING DATE: 6 AUG 07
CLEARANCE: Secret

LOCATION

164th AW

CITY

Memphis

STATE

TN

POSITION TITLE

Production Controller (Construction)

PAY PLAN

GS

SERIES

1152

GRADE

09

PD NUMBER(S)

80650-324613

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$43,731 - \$56,849

MILITARY COMPATIBILITY

3EXXX, 2S0XX

AREAS OF CONSIDERATION

FIRST: Permanently employed Air Technicians in Memphis, TN.

SECOND: Permanently employed Air Technicians Statewide.

THIRD: Qualified members of the Tennessee Air National Guard.

FOURTH: Applicants eligible for membership in the TN Air National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located in the Civil Engineering Squadron, Mission Support Group of an ANG Aviation Wing. The primary purpose of this position is to provide a Production Control activity to validate, plan, estimate, schedule and expedite work through the efficient use of personnel and material, supporting all assigned facilities and Real Property Installed Equipment (RPIE).

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Receives and reviews all requests (oral and written) for validity, accuracy, and feasibility. (2) Serves as the focal point for automated work control programs (3) Ensures fiscal responsibility by establishing work orders and job orders under the correct organizational funding codes. (4) Establishes and operates the customer service center. (5) In conjunction with Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE). (6) Establishes and operates the Civil Engineering Command Control Center during normal, contingency, and emergency operations. (7) Establishes and maintains facility folders to include records of all significant maintenance and improvements that have not been capitalized. (8) Coordinates training/work schedules for contractors, state and Federal employees, and Traditional Guard personnel with the Logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities. (9) May be required to assign, direct, and review work of subordinates. (10) Initiates, monitors, and administers contracts, within delegated authority. (11) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 18 months experience as a supervisor, over contracts or in-house work, that required an interchange of information resulting in a specific required action to be completed, scheduled workflow in more than one area and was responsible for coordinating products or materials from support activities.

The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type, and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating, and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Ability to clearly communicate both orally and in writing.
2. Ability to coordinate with internal and external customers in support of production control activities to ensure proper scheduling and expediting of work.
3. Ability to analyze work progress and to determine if schedules are followed, if they can be improved, and to determine cause of delays.

4. Knowledge of the terminology functions and procedures of production control and of the records.
5. Knowledge of Civil Engineer automated systems. Familiarization with how the various automated systems interface and what effect they have on material acquisition.
6. Knowledge, skill and experience in OSHA and other department regulations, base operating plans, and how they interface with program execution.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

Appropriate education and training such as manpower development programs, military training programs or formal apprenticeship programs, will be granted credit on a month for month basis.

REQUIRED CERTIFICATION

Transcript must be provided if substituting education for experience.

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNNG HRO Pamphlet 58, or an SF 171, or an OF 612.
 - (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
 - (3) **ALL Applicants** must complete TNNG HRO ASE Form 02 or on a separate sheet of paper address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for ranking and rating.
 - (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.
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APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

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Houston Barracks
3041 Sidco Drive
Nashville, TN 37204-1502

CONTACT US:

LtCol Ken Jones:	(615) 313-3031	or	DSN 683-3031
MSG Jamie Clark:	(615) 313-3037	or	DSN 683-3037
SMSgt Mary MacDonald:	(615) 313-0647	or	DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.